



# PRINTING TRADES SUPERVISOR II (GENERAL)

## PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENTAL  
PROMOTIONAL FOR**

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

**POSITIONS EXIST**

Positions exist in Sacramento.

**POSITION  
DESCRIPTION**

Under general direction, Printing Trades Supervisors II (General) are in full charge of a large reproduction or duplication installation. Incumbents supervise the operation of a variety of machines associated with various reproduction and duplication methods; select proper paper and film; select proper mixtures of chemicals and inks; process different types of masters; change and adjust lights and regulate machines according to paper speeds and nature of originals; compare copies with originals; order and maintain supplies; make minor adjustments to machines; oversees the trimming, sorting, and assembling of finished material; train and give instruction; lay out, assign, coordinate, supervise and check work; maintain discipline; review the quality and quantity of production; maintain cost and production records; prepare cost distribution and statistical records; act as consultant and advise on best methods of reproduction and duplication; perform production control and job scheduling tasks; manage contracts with private vendors; devise improvements in methods and procedures; enforce safety rules; and evaluate the performance of personnel and recommend appropriate action.

**SALARY RANGE**

\$3512 - \$4226 per month

**FINAL FILING DATE**

September 15, 2006

**FILING  
INSTRUCTIONS**

All Examination Applications (STD 678) sent by mail, must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

**MAILING ADDRESS:**

Employment Development Department  
Human Resource Services Div, MIC 54  
Attention: PTS II Exam  
Sacramento, CA 94280-0001

**FILE IN PERSON ADDRESS:**

Employment Development Department  
Human Resource Services Division  
751 N Street, 6<sup>th</sup> Floor Solar Building  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**Note:** All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. Applications received without this information may be rejected because of incomplete information.

**SEE PAGE 2 FOR ADDITIONAL INFORMATION**

6hr30

PRINTING TRADES SUPERVISOR II (GENERAL)

CL36-1516

FINAL FILING DATE: September 15, 2006

**COMPETITION  
LIMITED TO STATE  
EMPLOYEES**

Applicants must have a permanent civil service appointment with the EDD in order to take this examination.

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**REASONABLE  
ACCOMMODATIONS**

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

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**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the services and conditions of list warrant a change in this period.

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**REQUIREMENTS  
FOR ADMITTANCE  
TO THE EXAMINATION**

**Note:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Experience and education which provide ability to perform successfully as a Printing Trades Specialist at the level and in the specialty for which application is made. (Candidate's application will be screened and those showing qualifications below the "Desirable Qualifications" which follow may be eliminated without further examination.)

**DESIRABLE QUALIFICATIONS****EITHER I**

One year of experience in the California state service performing the duties of a Printing Trades Supervisor I or two years of experience performing the duties of a Senior Printing Trades Specialist.

**OR II**

Five years of varied experience in operation of a variety of machines, at least two years of which must have been in a supervisory capacity in one or more areas of a broad range of reproduction and duplication methods.

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**SPECIAL PERSONNEL  
REQUIREMENTS**

Aptitude for and interest in machine operations; neatness; orderliness; alertness; manual dexterity; willingness to follow a prescribed routine, stand for long periods of time, and work in noisy surroundings.

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**EXAMINATION  
INFORMATION**

This examination will consist of a Promotional Readiness Evaluation examination process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Oral Interview: Candidates will be required to appear before a Qualification Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

The QAP will assign each candidate a final competitive score based on the information provided in the candidate's response to the interview questions.

**CANDIDATES WHO DO NOT APPEAR FOR THEIR SCHEDULED ORAL INTERVIEW  
WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.*****Education and Experience***

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specifications. For this reason, it is extremely important that each candidate take special care to accurately and thoroughly complete his/her application.

List all experience relevant to the "Requirements for Admittance to the Examination" shown on this bulletin, including a complete list of any paid and/or volunteer part-time, full time, and/or military service work experience, regardless of the duration.

**SCOPE****A. KNOWLEDGE OF:**

1. Reproduction and bindery/finishing processes, equipment, materials, and methods.
2. The capabilities of various reproduction and bindery/finishing machines and their application to various job requests.
3. Principles and techniques of personnel training and supervision.
4. The supervisor's role in maintaining an effective injury and illness prevention program.
5. Current methods, materials and equipment; paper, ink and other materials required to produce finished products.
6. Principles of effective job layout and production.
7. Cost estimating and job scheduling techniques.
8. The Department's equal employment opportunity and upward mobility programs and policies.
9. Supervisory responsibility under the State Employer/Employee Relations Act (Ralph C. Dills Act).

**B. ABILITY TO:**

1. Carry out directions.
2. Learn rapidly the operating details of reproduction, and bindery/finishing equipment.
3. Meet deadlines.
4. Maintain a clean and safe work area.
5. Communicate at the level required for successful job performance.
6. Troubleshoot reproduction and bindery/finishing equipment and oversee equipment maintenance and repair.
7. Apply creativity in design and modification of a complex reproduction equipment installation.
8. Coordinate the work of assistants; supervise a reproduction and/or bindery/finishing unit.
9. Accurately analyze staffing and equipment capabilities and schedule work accordingly.
10. Interpret customer work orders correctly.
11. Analyze situations accurately and take effective action, maintain records and make reports.
12. Repair various reproduction and duplication equipment.
13. Understand and effectively carry out State and Departmental equal employment opportunity and upward mobility policies.
14. Understand and fulfill supervisory responsibilities under the State Employer/Employee Relations Act (Ralph C. Dills Act).

**INQUIRIES ABOUT THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this exam should be directed to Angie Yee at (916) 654-9131 or by email at: [ayee2@edd.ca.gov](mailto:ayee2@edd.ca.gov). Please refer to page 4 of this bulletin for additional examination information. In addition, examination information can also be obtained on the Internet at [www.edd.ca.gov](http://www.edd.ca.gov).

EDD maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch-tone telephone, call (916) 654-6869.

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application notice.

**EXAMINATION APPLICATIONS** (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**IF A CANDIDATE'S NOTICE** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualification Appraisal Panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Web site: [www.edd.ca.gov](http://www.edd.ca.gov)

California Relay Service for Hearing Impaired:  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922